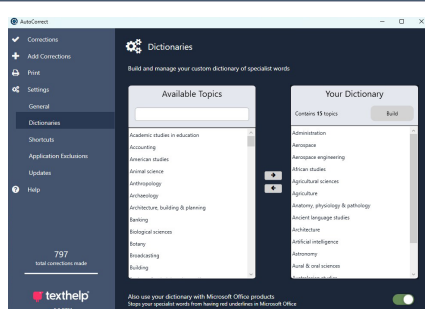




AutoCorrect

Quick Reference Guide for Tool Usage

Tool



How to make the tool work

Adding a correction

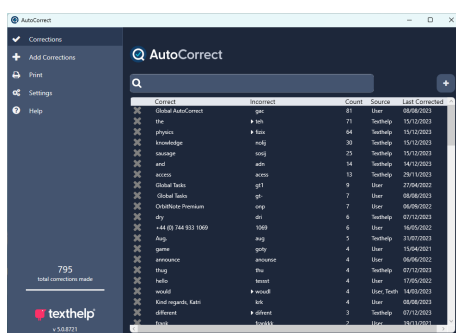
If there's a chance you could have meant something else, the software won't just guess. Instead, you can pick the word you meant – just once – and it will be autocorrected whenever you type it again.

Simply double click on the word and press F2

View corrections	CONTROL, SHIFT + G
Add a correction	
Pause	CONTROL, SHIFT + P
Settings	
Help	
Exit	

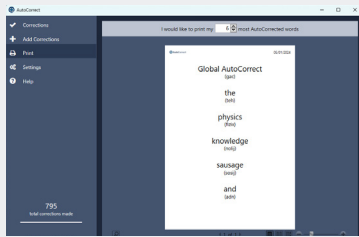
AutoCorrect Tray Icon

AutoCorrect is always running in the background, so you can easily access all of its features. Right click on the icon in your Notification area to open the menu.



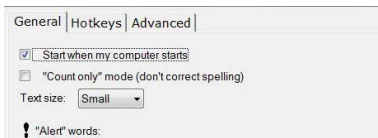
Check your corrections

You can view your list of corrections by pressing Ctrl + Shift + G. By default, they are sorted by count (the number of times a mistake has been corrected), but you can also click each column header to sort alphabetically, by type or by the date added. You can also search for specific words or corrections, add new corrections and edit or remove existing entries.



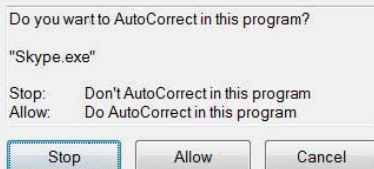
Printing your top corrections

By default, AutoCorrect will prompt you to print your most frequent mistakes every 30 days; you can turn this off if you want to. **You can print your top corrections at any time by bringing up the main window (Ctrl+Shift+G) and clicking Print.**



Pausing AutoCorrect

If you want to temporarily stop AutoCorrect from correcting your spelling, simply press Ctrl + Shift + P, then **press Ctrl + Shift + P again when you want it to resume.**



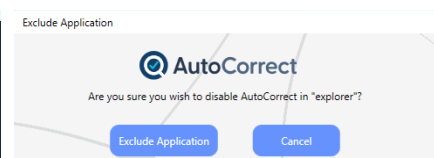
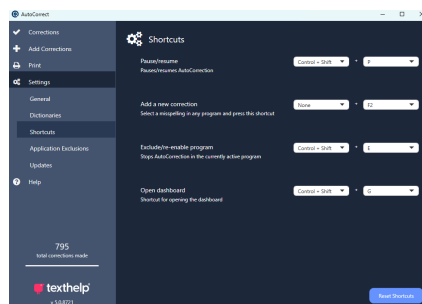
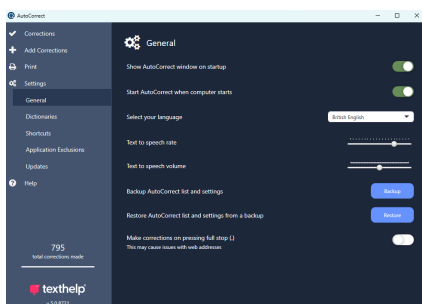
Excluding Specific Programs

There may be some programs where you don't want spelling to be corrected, such as instant messaging. **You can prevent AutoCorrection in a specific program by pressing Ctrl + Shift + E while that program is in the foreground.**

Customising AutoCorrect

Global AutoCorrect can be customised to suit you, for example by changing shortcut keys, disabling reminders and choosing how your top corrections should be printed.

1. You can open the Options window by right clicking on the AutoCorrect icon and selecting 'Options'.
2. Click the Hotkeys tab to customise the Global AutoCorrect shortcut keys
3. Finally, click the Advanced tab to configure updates, check excluded programs and backup/restore your AutoCorrect list





Further information <https://academy.texthelp.com/autocorrect-dsa/>